

10 JAN 1978

MEMORANDUM FOR: Micrographics Task Force Members

SUBJECT : January Schedule (U)

1. (U/AIUO) During my individual consultations with each of you, you provided me copies of memoranda drafted in initial reaction to the recommendation for micrographics consolidation. With your permission, these are attached for all of us to read.

2. (U/AIUO) We have agreed that the best way to proceed is for Messrs. Donnelly, [redacted] to hold separate discussions with [redacted] (accompanied as you wish) to examine the situation from the point of view of your respective directorates. The purpose of these discussions will be to arrive at refined estimates of net cost savings which could result from consolidation and at an analysis of the impact of consolidation upon the micrographics-related responsibilities of each directorate.

3. (U/AIUO) Discussions have been scheduled to take place at [redacted] office (Printing and Photography Building, Room 154) as follows:

Jan. 16, 9:00 a.m. Messrs. [redacted]
Jan. 23, 2:00 p.m. Messrs. [redacted]
Jan. 25, 1:30 p.m. Messrs. Donnelly, [redacted]

4. (U/AIUO) After each of these discussions (or at the conclusion of any follow-up sessions found to be necessary), memorandums should be drafted for our task force by both the visiting directorate representative and by C/P&PD—describing areas of agreement (and disagreement) with respect to possible savings and to other considerations, such as directorate needs for timely service, compartmentation, and special administrative arrangements which would have to be accommodated.

5. (U/AIUO) I will then undertake to pull this material together for our first meeting as a group in early February, so that we may collectively appraise where we stand. We should then be in a position to move toward the definition of options for the Agency as a whole.

[redacted]
Chairman
Micrographics Task Force